

Common reasons why a planning application is invalid

Herefordshire Council is currently experiencing an unprecedented volume of applications.

If an application is submitted without the necessary information required to allow officers to assess your proposals, then your application will be made 'invalid'. This means it will be placed on hold until the necessary amendments or documents have been received. To help avoid this situation it would be helpful if you could check that your application meets all the requirements prior to submission.

Minimum requirements for most applications

- Application Form – complete all questions. Sign/date one ownership certificate. Sign/date declaration.
- Application Fee – the fee will be checked by the Local Authority at the validation stage.
- Location Plan.
- Site Plan also known as block plan – showing any public rights of way on or adjoining the site.
- Existing Plans.
- Proposed Plans.
- Advertisement drawings to show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of method and colour(s) of illumination (where illuminated). Both sides of a double sided sign should be shown.
- Design and Access Statement (if required).
- Flood Risk Assessment (FRA) (if required).

- Scales and paper sizes must be written on all drawings (i.e. 1:100 at A3).
- The direction of north must be shown on all plans.
- Drawings should show any associated copyright – please do not use Herefordshire Council/Balfour Beatty maps as we don't have the copyright for you to use these.
- Drawings should have a unique drawing or reference number.
- Drawings should be in PDF format and scale correctly – please do not save as 'fit to page' as this distorts the scaling of the document.
- Drawings should not be a Land Registry document, photocopy or screen grab image.
- Whilst the council accepts sketches for pre-application advice requests, please note that the Government has statutory requirements for planning applications and sometimes documents submitted for pre-apps are not acceptable when submitting the actual planning application.

- Scale bars (for each scale used) must be included on all drawings and must scale accurately when submitted digitally – please check that the scale bar does measure correctly. Useful links:
Scale Bar Ruler: https://www.ginifab.com/feeds/cm_to_inch/architect_metric_scale_ruler.html

Free Measuring Software: You can check your plans scale correctly by downloading Foxit Reader (<https://www.foxitsoftware.com/pdf-reader/>) or Adobe Reader (<https://get.adobe.com/uk/reader/>) and using the built in measuring tools. Both are free to download and have a version for mobile phones.

Plans can be obtained via the following links:

https://www.planningportal.co.uk/homepage/4/buy_a_plan
<https://www.buyaplan.co.uk/> or www.requestaplan.co.uk

Location plan

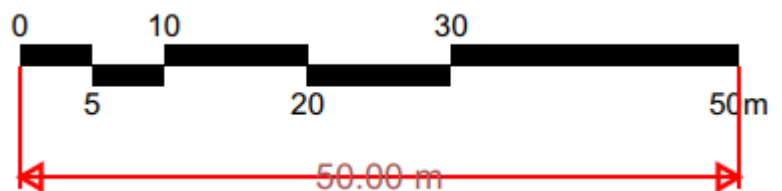
- Identified standard metric scale (1:1250 @ A4/1:2500 @ A3 for larger sites). Show direction of North

- Show sufficient roads and/or buildings on land adjoining the application site.
- Show application site boundaries and all land necessary to carry out the proposed development.
- If there is any another land on this plan in the same ownership or control but not affected by the application, please outline that land in blue.
- Include a scale bar to the relevant scale.
- We are unable to accept aerial photographs as site location plans.



Site plan (also known as a block plan)

- Should be drawn to an identified standard metric scale typically (1:200, 1:500).
- Show the proposed works in relation to the site boundaries and other existing buildings on the site.
- If works are being undertaken to the roof, this should be shown on the site plan.
- Include an accurately drawn scale bar to the relevant scale.
- Show the direction north.
- Show all public rights of way crossing or adjacent to the site.
- Include the following – unless they would NOT influence or be affected by the proposed development:
 - All buildings and roads on land adjacent the site including access arrangements.
 - The position of all trees on the site, and those on adjacent land.
 - The extent and type of any hard surfacing.
 - The boundary treatment including walls or fencing where this is proposed.



Example of a scale bar.
Once drawing has been saved to .pdf format, please check using the digital tools that the scale bar is accurate.

Existing and proposed plans and elevations

- Existing and proposed floor plans should be drawn to a recognised metric scale, such as 1:100 or 1:50.
- Existing and proposed elevations should be drawn to a recognised metric scale, such as 1:100 and 1:50 and are required for all affected sides of the property.
- Include the paper size on which they should be reproduced to scale accurately (i.e. 1:100 @ A4).
- Include a scale bar.
- Saved in the .PDF format.

Joinery details for listed buildings

Proposed drawings of new doors/windows/etc. to a scale of 1:10 to include the frame, cill and other details associated with replacement windows – including any features such as arches above windows/doors, etc.

Design and Access Statement

A short report accompanying and supporting a planning application and should explain and justify the proposal in a structured way. A Design and Access Statement is required for proposed works which are:

- Major works.
- One or more dwelling houses in a Conservation Area.
- The creation of 100sq m or more of floor space in a conservation area - does not include engineering, mining, change of use or waste development applications.
- All listed building applications require a Design and Access Statement - details of what needs to be included for listed building applications can be found using the following link:
http://www.legislation.gov.uk/ukxi/2006/1063/pdfs/ukxi_20061063_en.pdf

Flood Risk Assessment (FRA)

An FRA is required if the red outline of the application is within flood zones 2 & 3 and for sites greater than a hectare – including for a change of use. Please refer to the following link to the .GOV website page.
<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

Please send any revised/additional documents to: Planning_enquiries@herefordshire.gov.uk
The subject heading must include the words **Revised Documents** - please then state (Application No. or Planning Portal No.) and first line of the proposed site address so that they are easily identifiable.